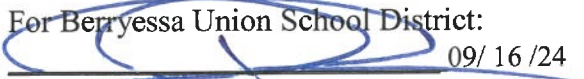


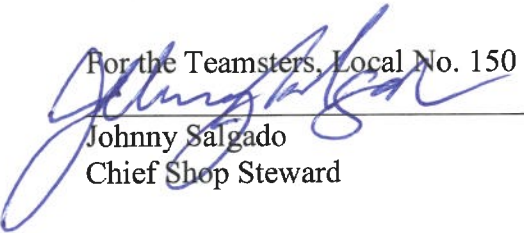
MEMORANDUM OF UNDERSTANDING BETWEEN
TEAMSTERS LOCAL UNION 150 AND
BERRYESSA UNION SCHOOL DISTRICT REGARDING
CREATION OF CLASSIFICATION OF SCHOOL BUS INSTRUCTOR/DISPATCHER

Teamsters Local Union 150 ("Teamsters") and the Berryessa Union School District ("District") agree to create the classification of **School Bus Instructor/Dispatcher**. A true and correct copy of the job description for the School Bus Instructor/Dispatcher is attached hereto. The School Bus Instructor/Dispatcher shall be placed at Group 44 of the Teamsters' salary schedule.

For Berryessa Union School District:

09/16/24
Ricardo Cabrera
Interim Assistant Superintendent
of Human Resources

For the Teamsters, Local No. 150

9/16/24
Rocio Richards
Business Agent, Teamsters Local 150

For the Teamsters, Local No. 150

09/16/24
Johnny Salgado
Chief Shop Steward

BERRYESSA UNION SCHOOL DISTRICT
Position Description

JOB TITLE: School Bus Instructor/Dispatcher

Department: Transportation

Job Purpose Statement/s:

Under the direction of the Director of Maintenance, Operations, and Transportation or designee, the School Bus Instructor/Dispatcher is responsible for planning and coordinating daily bus schedules routes, field trips, and other District functions; Assignment of substitute drivers; Communicate route changes to drivers; Ensure the safety and efficiency of student transportation; Train and certify bus drivers in safety practices, district policies, keep necessary records and be prepared to cover for school bus driver during an absences or in emergency situations and perform other related duties as assigned.

Key Responsibilities:

- Develop, revise, and implement bus routes and schedules, adjusting for student needs, bell schedules, enrollment changes and bus capacity.
- Assist with establishing bus stops and assigning drivers to buses, regular/minimum day run/routes, and special events requiring bus services.
- Train and certify bus drivers in safety practices, renewal classes, classroom training, behind the wheel, district policies, emergency response and holds monthly in-service. All training will be in accordance with the state of California mandated requirements.
- Direct and train bus drivers, providing guidance and support as needed via phone or radio system
- Attend workshops and classes to remain updated on bus driver regulations
- Operate a school bus as required for route testing, training, coverage for school bus driver absences or in emergency situations.
- Maintain order/discipline among student passengers and escort/assist students boarding/exiting vehicles, ensuring safety
- Maintain comprehensive records for CHP inspections of bus operations, bus mileage, and including driver performance, vehicle maintenance, bus stops, driver work periods, incident reports
- Record driver refusal and acceptance of added or deleted route/run schedules
- Schedules and performs mandatory bus inspections
- Set up and maintain a program for reviewing performance of bus drivers
- Serve as the primary contact for communications between school bus drivers and the transportation office, handling emergency communications effectively

- Assist with concerns from parents, principals, teachers, bus drivers and the public regarding transportation problems
- Be proficient and utilize various software programs such as a routing platforms, student database, work order system, etc., via phone or radio system
- Schedule and conduct school bus evacuation drills and safety instructions for students regarding passenger conduct
- Assist with securing substitute bus drivers
- Administer First Aid in emergency situations.
- Ensure security measures are followed as per District guidelines
- Plans and conducts bus evacuation drills at the school sites
- Perform related duties as may be assigned

Qualifications:

Skills, Knowledge, Abilities and/or Physical Requirements:

- ***Knowledge*** of laws and regulations governing the transportation of pupils in California; Provisions of California Motor Vehicle Code, School Bus Drivers and Carriers Handbook, Manual of First Aid Practices for the School Bus Driver, and California driver's Handbook; Different types of students and how to handle them in buses; safe driving practices; Computerized routing and scheduling systems; Basic math and record-keeping; and, Experience in instructional roles, with a deep understanding of transportation regulations and safety protocols.
- ***Skills*** in following and giving oral and written instructions; communicating effectively with others, in particular with bus drivers by two-way radio.
- ***Ability*** to prepare simple clerical tasks; Handle stressful situations appropriately; Maintain effective working relationships and to develop good rapport with other employees and the public; Work independently and make sound decisions.
- ***Physical requirements*** to perform the tasks include physical and mental stamina; hear sufficiently in normal and telephone conversations; Speak in an understandable voice with sufficient volume to be heard in normal conversation and over a two-way radio; Dexterity of hands and fingers, Judge distances and relationships between objects, Demonstrate manual dexterity to write, use telephone, business machines and two-way radio; Demonstrate sufficient physical mobility to drive a car or bus; alternatives to the above qualifications as the Board finds appropriate.

Education and Experience:

- High school diploma or GED equivalent, with a strong background in transportation or a related field.

- Proficiency in operating safety equipment designated for the position.

Licenses, Certifications, Bonding, and/or Testing Required:

- Possession of a valid California School Bus Driver Instructor Certificate. With no restrictions.
- Class B commercial driver's license with passenger and air brakes endorsement.
- Possession of a valid California Class A or B driver's license with medical certificate.
- Valid CPR, DL5 1 medical card, First Aid certificates.
- Medical Examination Certificate.
- Criminal Justice Fingerprint Clearance.

Working Conditions:

- Combination of indoor office duties and outdoor activities, including driving, training, and route assessment.
- May involve exposure to various weather conditions and the need to respond to emergency situations outside of standard hours.
- Physical requirements include the ability to lift, carry, and maneuver heavy objects, as well as prolonged periods of sitting or standing.

Upon Offer of Employment You Will Be Required To:

- **Take** a Controlled Substance Test.
- **Provide** names and addresses of employers for which you've driven CMVS for the last 10 years (Vehicle Code Section 15230).
- **Provide** names and addresses of any DOT Program you've participated in (preceding 2 years). Given written consent for the District to obtain these records.

Terms of Employment: 12 months

Salary Placement: Group 44

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Classified personnel.

Board Approved: